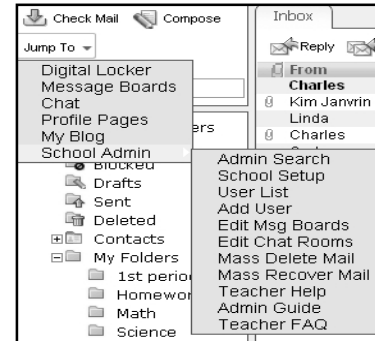




Teacher Quick Start Guide

This Teacher Quick Start Guide explains how to use the monitoring and control features of the Gaggle email service. To use these Features, your access level must be set to at least School Teacher and in some instances it must be School Administrator or higher.



Creating New User Accounts

1. From the Jump To Menu, click on the School Admin link and Select Add User.
2. Enter the First Name, Last Name, User Name and Password for the User.
3. Choose the appropriate access level for the User such as Student.
4. For Students, choose yourself as the Administrator so you will receive any Blocked messages.
5. Click Add in the upper right hand corner.
6. **Very Important!** If the User Name already exists in Gaggle, a Pop Up Box will display informing you to choose a different User Name.
7. Once the User is created successfully, you will see the User added and all Basic information on the User will be displayed.
8. To Edit all other settings, click on the Advanced Tab. You may Edit each feature by clicking on the drop box and selecting the access level type.
9. Click on Save in the upper left hand corner to save settings.

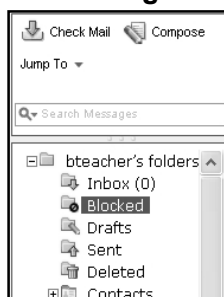
Reading Student's Mail

The following steps explain how to access a student's account and read mail the student has sent, received, or deleted.

1. From the Jump To Menu, click on the School Admin Link and select User List.
2. The User List screen enables you to locate each User in your school. Using the View (all users) link in the upper left hand corner, you can narrow your search and find the name of the student you want to view. Right click on the User's name and select open mail folders.
3. The Student's folders will be listed under your folders on the left hand side. Click on a Folder to view its contents.
4. Click on a message topic to read the Student's mail.

User Name	First Name	Last Name	Access Level
joe-max	J		Default
student3	test3		Student
web2.0beta			School Master
tom123	tom		Default
andreak	Andrea	2	Enhanced School T
kalex56	Kellie	Alexander	Default
alltraindist	Train	All	School Staff
julieanders	Julie	Anderson	School Staff
shellian	Shelli	Andrews	Default
jen.aniston	Jennifer	Aniston	Enhanced School T
a.borsch	Allie	Borsch	Student
d.coulter	Darin	Coulter	Enhanced School T
I.dart	Lacey	Dart	Student
c.dart	alse	Dart	Send to Admin Only

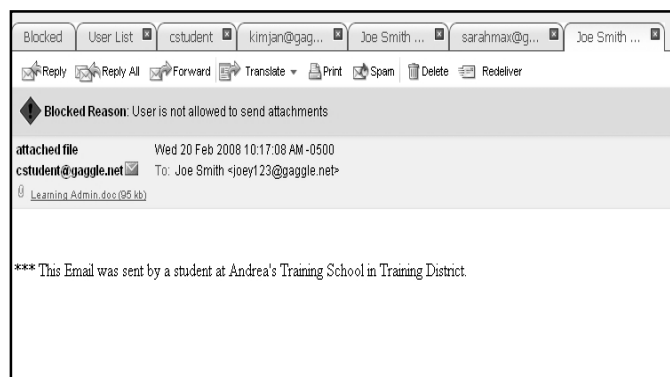
Handling Blocked Mail



Student messages, both incoming and outgoing, are automatically monitored for inappropriate language and are checked against the blocked address list.

When a message is blocked, it gets re-routed to your account and appears in your blocked folder.

You decide what should be done with the mail. Unblock it, delete it, or store it for later. We suggest you check your Blocked folder frequently.



The following steps explain how to check Blocked Mail

1. Click on your Blocked folder.
2. Click on the subject of the blocked mail you wish to read.
3. Review the message. You can choose to Unblock, Delete, or leave it for later. You may also move the message to any one of your folders.

Assigning Yourself as the Administrator for Several Student Accounts

The following steps explain how to change multiple student's accounts so that you will be the designated administrator. You will want to do this if a student already has an account and joins your class or if the student was not assigned to you when their account was created. Please note, your access level must be School Administrator or higher to access this.

1. Click on the User List Link.
2. Click on a name to highlight that user. To select multiple Users, hold down the control button, and click on the other names you will need to change.
3. Go to the lower portion of the page and under Settings, click on the drop down box for Administrator and select your name.
4. Click Save.

Changing a Student's password

If a student forgets their password, a new password will need to be assigned to them. Find and double click on their name in the User List. Their user data will open in a new tab. Type a new password in both fields and click Save.

Deleting a Student's Account

It is very easy to delete a single user or multiple users in Gaggle. Follow the steps below to delete an account.

1. Go to your Jump To link, click on School Admin and select User List link.
2. Locate the Student/Students you wish to delete.

3. Click on the name of the Student you wish to delete. For several Students, hold the control key down on your computer while clicking on each User's name.
3. Right click your mouse in the grayed area of one of the User's Names and you will have the option to delete user. Click Delete User and this will delete all Users for you.

Andrea's Training School		View (All Student Users) ▾		<input type="checkbox"/> Show Deleted	<input type="checkbox"/> Show Parents
User Name	First Name	Last Name	Access Level	Admin List	
joe-max	J		Default	Bob Teacher	Locker
student3	test3		Student	Kim Jarwin	Locker
tom123	tom		Default	Alice Teacher	Locker
kalex56	Kellie	Alexander	Default	Bob Teacher	Locker
shelliann	Shelli	Andrews	Default	Bob Teacher	Locker
a.borsch	Allie	Borsch	Student	Master Maxwell	Locker
l.dart	Lacey	Dart	Student	Bob Teacher	
jacob.downing	Jacob	Downing	Default	Elizabeth Teacher	
jdura58	Jerry	Duran		Bob Teacher	
ngonz40	Noel	Gonzalez		Bob Teacher	Locker
kguer05	Karla	Guerra		Bob Teacher	Locker
s.gunter	Stacey	Gunter		Master Maxwell	Locker
andrewharper	Andrew	Harper		Bob Teacher	Locker
khend36	Kiera	Henderson		Bob Teacher	Locker
chern57	Carlos	Hernandez-Deleon	Default	Bob Teacher	Locker

4. A Pop Up will ask you to confirm. Click OK to Delete the User.